



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
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BWSP OPERATIONS MEMO

No.: 00-68

File: 7999

Date: 09/21/2000

Non W-2 ☐ **W-2** ☐ **CC** ☒

PRIORITY: Medium

SUBJECT: CHILD CARE UPDATES

- **School Age Certification and Rehabilitation Reporting forms**
- **New Food Program Policy**
- **Use of Internet to Request Caregiver Background Checks**
- **Reporting Requirement for Certification Denials / Revocations**
- **Age When Caregiver Background Check is Required**

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to provide updates regarding the availability of new forms, new food program policy regarding recertification timelines, use of the internet to request caregiver background checks, future reporting requirements for reporting certification denials/revocations due to caregiver background check issues and clarification of age where caregiver background check is required.

UPDATE ON NEW/REVISED FORMS

The new school age certification forms will become available effective October 1, 2000. The forms can be ordered now and will be sent as soon as they are available. There is a 3-page application form, 4-page standards and checklist and a certificate.

These forms can be ordered by faxing, mailing or e-mailing:

Barb Albrecht
Division of Economic Support
P.O. Box 7935
Madison WI 53707-7935

Fax 608-267-3240
E-mail: albreba@dwd.state.wi.us

The new forms and numbers are:

School Age Certification Day Care Application	DES-12200-Page 1
School Age Certification Day Care Application	DES-12201-Page 2
School Age Certification Day Care Application	DES-12202-Page 3
School Age Day Care Program Certification Standards and Checklist	DES-12203
School Age Day Care Program Certification Standards and Checklist	DES-12204
School Age Day Care Program Certification Standards and Checklist	DES-12205
School Age Day Care Program Certification Standards and Checklist	DES-12206
Certificate of Approval for Certification of School Age Child Day Care	DES-12208

The Rehabilitation Revision Panel Decision Report (EXS-264) and the Rehabilitation Review Appeals Report (EXS-265) has been updated. These forms need to be completed whenever a rehabilitation application is received; a rehabilitation decision is made and if there is an appeal as described in the Day Care Manual, chapter 4, section 2.5.6. The forms can be ordered from the Department of Health and Family Services by submitting a Forms Requisition to:

Attn: Forms Manager
Department of Health and Family Services
Division of Management and Technology
P.O. Box 7850
Madison WI 53707-7850

UPDATE -- NEW CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Effective October 1, 2000 the Department of Public Instruction (DPI) will no longer grant regulatory extension periods to family day care home providers for eligibility to participate in the CACFP. In the past, DPI has typically granted an extension (for up to six months) to a provider whose certification was expiring, with the understanding that the sponsoring organization obtain a written statement indicating that the provider had complied with all applicable procedures to renew certification. DPI has discovered during CACFP administrative reviews that in certain cases where extensions were granted, a gap in certification occurred, resulting in CACFP reimbursement payments being made in violation of program regulations. This change in policy by the DPI will serve to eliminate these erroneous payments.

Sponsoring organizations of family day care homes, as of the October 2000 claiming period, will be required to have on file with the DPI a copy of the provider's current certification prior to submitting a claim for reimbursement for the provider. Sponsoring organizations of family day care homes are allowed to submit late CACFP claims up to 60 days after the end of the claiming month.

As you can see, it has become very important for those providers who participate in CACFP that recertification occur timely in order to avoid a period of time where reimbursement by CACFP is not possible. You may need to change the timeline in which you initiate the recertification process as well as notifying providers of this change so that they become aware

of the consequences of not completing their responsibilities regarding recertification on a timely basis. Note that this change is a change in DPI policy; however, our office wanted to alert you of the change to help you avoid issues with providers.

UPDATE -- USE OF THE INTERNET FOR CAREGIVER BACKGROUND CHECK REQUESTS

Caregiver Background Checks can now be requested via the internet using the Department of Justice (DOJ) website by certifiers. Caregiver background checks requested through the web will enable certifiers to receive the criminal history from DOJ in most cases in the same day as requested. The caregiver background history (the IBIS letter) from the Department of Health and Family Services (DHFS) will continue to be mailed.

When this new functionality became available, DOJ did not have the "Agency Number" in their database. The Agency Number is used to identify certifiers as eligible to receive the complete caregiver background check for the individuals requested as well as a criminal history for minors. BWSP Operations Memo 00-23 describes how to gain access from DOJ in order to request the caregiver background check through the internet.

UPDATE -- FILING CERTIFICATION DENIALS

The caregiver background check law requires that day care certification denials/revocations/refusals to renew a certification due to caregiver background check reasons be reported to DHFS so that this information can be included in the caregiver background history (the IBIS letter) sent from DHFS. When the law was enacted, there was no database to store this information and therefore it was not collected by DHFS or included in the IBIS letter. DHFS has started work to create a database where this information can now be stored and included in the IBIS letter.

Please continue to file certification denials/revocations/refusals to renew certification due to caregiver background check reasons as described in the Day Care Manual, chapter 4, section 2.5.9. Information will be sent in the future to with instructions of how this data is to be gathered and entered in the new database.

UPDATE -- MINIMUM AGE REQUIRED FOR CAREGIVER BACKGROUND CHECK FOR NONCLIENT RESIDENTS

The Background Information Disclosure (BID) form now indicates that caregiver background check must be done on any nonclient resident age 10 and older. No specific age is identified as the age where the caregiver background check must be completed for a nonclient resident in s. 48.685 2.(bd). DHFS made a recent policy change to require caregiver background check to be completed for all nonclient residents age 10 and older. *The Office of Child Care will continue to only require the caregiver background check to be completed on nonclient residents age 12 and older.*